

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF MANAGEMENT BOARD MEETING
27 June 2018 at 5pm
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN RD, PAISLEY PA3 1NT**

1. Welcome, Sederunt & Apologies

Present:

Fiona Murphy	Appointee Committee Member
Anne Culley	Appointee Committee Member
Ian Williams	Board Member
Louise McNicol	Co-opted Board Member
Helen Glassford	Board Member
Barbara Walker	Board Member
Andy Wilson	Co-opted Board Member
Andrea McLaughlan	Board Member

In Attendance:

Lynn McCulloch	Interim Group Chief Executive
Lindsay Gemmill	Interim Head of Operations
Alison Vass	Interim Housing Services Manager
Fettes McDonald	Finance Agent
Laura Gorman	Minute Taker
Catrina Miller	Group Chief Executive Designate

Apologies:

Shona McIntyre	Chair
Richard Bolton	Board Member
Iain McGhee	Board Member

Leave of Absence

Elaine Carter	Board Member
Stuart Piggott	Board Member

Absent

None

In Shona McIntyre's absence, Ian Williams chaired the meeting.

Catrina Miller was welcomed to the meeting and the board members introduced themselves.

2. Declarations of Interest

2.1 None

3. Minutes of Previous Meeting 23rd May 2018

The resolution was proposed by Fiona Murphy and seconded by Louise McNicol.

Resolution

The minutes of the meeting of 23rd May 2018, were approved as a true and accurate reflection of the proceedings.

4. Matters arising from Minutes 23rd May 2018.

4.1 None

5. Actions from Previous Meetings

5.1 Reference 7 action was now closed. It was agreed that reference 8 due by date was to be changed to the 13th August 2018.

6. Minutes from Special Meeting 7th June 2018

6.1 The resolution was proposed by Fiona Murphy and seconded by Ian Williams

Resolution:

The minutes of the special meeting of 7th June 2018, were approved as a true and accurate reflection of the proceedings.

7. Matters arising from Minutes 7th June 2018

7.1 None

8. Minutes of NTC 26 March 2018

8.1 It was noted that in all Lease Agreements apart from those with Renfrewshire Council for the Ferguslie Pre 5's Centre and the Ferguslie Library, the leaseholder is responsible for carrying out repairs. The Management Board noted the minutes.

9. Shared Ownership Report; Andrea Patterson in attendance

9.1 The Interim Head of Operations introduced Andrea Patterson from IS4 Consultancy.

- 9.2 A report concerning a strategy for the Association's 8 shared ownership properties was provided confirming that FPHA owns 75% of each and the sharing owner owns the other 25%. The 20-year shared ownership agreements had expired providing an insecure tenure to the owner.
- 9.3 It was noted that 2 main options were available; current owner purchase of the 75% or FPHA purchasing the 25% from the owner.
- 9.4 With regards to one property at Fisher Drive, the owner had approached the Association to buy back her 25% share. It was discussed that the Association would have an outlay of approximately £23,460 to purchase this share.
- 9.5 The Board discussed the report, the options and the associated risks. After full discussion;

Action: Amended Shared Ownership Policy to be prepared for a future board meeting.

The resolution was proposed by Fiona Murphy and seconded by Anne Culley.

Resolution:

The Management Board agreed to;

- (i) Instruct TC Young to proceed with the 25% purchase of 60 Fisher Drive.*
- (ii) Commence a structured dialogue with each of the owners with a view to agreeing with the shared owner a mutually satisfactory outcome (a) sale of FPHA interest, (b) purchase of the owners 25%, (c) providing a fresh agreement offering security of tenure for the occupant for an agreed period.*
- (iii) Update the 30 year financial plan to support the implementation of the strategy for shared ownership and reflecting the anticipated mix of owners wishing to have a fresh agreement as per option 2, sell their 25% option 3 or acquire FPHA's 75% share option 4, and;*
- (iv) Decided to amend the proposed Shared Ownership Policy to prioritise buy back by the association in preference to selling on the open market.*

10. Five Year Projections for SHR

- 10.1 The board was asked to consider the information provided by the finance agent to be submitted to the SHR by the 30th June 2018.

10.2 The agent explained that projections were based on the results from the management accounts to March 2018. Future years were based on the February 2018 long term assumptions.

10.3 The agent presented the projections in detail and answered questions from members. He advised that no issues arose in respect of loan covenant compliance.

The resolution was proposed Barbara Walker and seconded by Louise McNicol.

Resolution:

The Management Board Approved the submission of the 5 year projections to 31 March 2023 to the Scottish Housing Regulator.

11. Loan Portfolio

11.1 The board were asked to approve the Scottish Housing Regulator Loan Return to 31 March 2018.

11.2 The Finance Agent presented the Loan Portfolio report and answered questions from members.

The resolution was proposed by Andrea McLaughlin and seconded by Fiona Murphy.

Resolution:

The Management Board Approved the Loan Return to 31st March 2018 for submission to the Scottish Housing Regulator.

12. Group Chief Executive Report

12.1 The Interim GCE provided an update on the Future of Housing Regulation in Scotland from the Scottish Housing Regulator, FLAIR Academy, the FLAIR Conference and the Joint board and senior staff members away days which were held on the 21st and 22nd of June.

12.2 The board discussed and agreed to support the Chartered Institute of Housing request for pledges from member organisations to support its stand against domestic violence

12.3 It was noted that EVH would be holding an event in Ferguslie Park on the 12th September to celebrate their 40th Anniversary, which would be combined with a 30th birthday celebration for FPHA.

- 12.4 The Board was sorry to accept the resignation of Appointee board member Jim Strang for health reasons. Members discussed how much Mr Strang had contributed to the board and to the rejuvenation of the association in the last 2 years. They noted that a gift to the value of £25 had been purchased for the service he has provided to the Association. It was agreed that two members would visit Jim Strang with senior staff.
- 12.5 It was noted that two property managers had been appointed to start in July on a temporary basis for one year and that two posts were filled on a temporary basis for the Home Improvement Assistant position.
- 12.6 The 4th quarter business plan progress was reported for the period up to March 2018.
- 12.7 The Tannahill Centre had asked the Association for a donation towards this years' Gala Day and also the Local History Project.

The resolution was proposed by Louise McNicol and seconded by Helen Glassford.

Resolution:

The Management Board agreed to:

- (i) Note the SHR Update on the Future of Housing Regulation in Scotland*
- (ii) Sign up to the CIH Make a Stand campaign against domestic violence*
- (iii) Note the appointments of the two temporary property managers and to advertise one permanent post of home improvement assistant*
- (iv) Appoint a panel of 2 or 3 members to interview potential tenant board members, being Andrea McLaughlan and Ian Williams;*
- (v) Note the resignation of Jim Strang and the purchase of a small leaving gift.*
- (vi) Note the Business Plan progress and to congratulate the Interim Head of Operations and her staff for their achievements.*
- (vii) Donate £1500 to the annual gala day and £530 towards the Local History Project.*

13. Enforcement of Decree to Evict

- 13.1 The Interim Housing Services Manager reported on two proposed evictions.
- 13.2 The board recognised that all reasonable effects had been made to avoid this outcome.

Action; the option to pay half of any outstanding monies due to be removed from future eviction recommendations

The resolution was proposed by Fiona Murphy and was seconded by Louise McNicol.

Resolution:

The Management Board approved both evictions unless the tenants pay the full amount of arrears and court expenses.

14. Interim Head of Operations Report

- 14.1 The Housing Manager explained the 4th quarter pulse survey showed a drop in tenant satisfaction when compared to the 2016 Research Resource survey. This could be due to a number of issues the Association has faced over the past 2 years including bad publicity and the investment programme delay. Members noted satisfaction is generally lower in surveys conducted during the winter months.
- 14.2 The report explained an underestimate of costs for the next boiler replacement programme.
- 14.3 It was reported that the Orders to allow the remaining provisions of the Housing (Scotland) 2014 Act to be implemented are completing their parliamentary passage in the Scottish Parliament. This process was due to complete on 24 June 2018.
- 14.4 The Interim Head of Operations explained the budget provides for a new stock condition survey of £20,500 most recent cost indications suggest that between £25,000 and £30,000 may be required.

The resolution was proposed by Barbara Walker and seconded by Fiona Murphy.

Resolution:

The Management Board;

- *Noted the Survey results for the 4th Pulse Survey which took place in February 2018. In addition to these results, an average percentage of the 4 Pulse Surveys has been calculated and used for comparison against the tenant satisfaction survey carried out in August 2016*
- *Noted the follow up calls to tenants who made negative comments in the 4th quarter pulse survey;*
- *Noted the content of Q4 performance reporting for housing services on arrears and allocations;*
- *Noted the content of Q4 performance reporting on repairs and voids;*
- *Note the content of the Q4 performance reporting on complaints*

- *Approved the extra cost of £18,000 to the boiler replacement programme; and;*
- *Approved the extra cost to the stock condition survey up to £10,000.*


15. AOCB

None

The meeting ended at 7.10pm

Date of next meeting: 29th August 2018

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed (Chair) 

Date. 